

~~C-O-N-F-I-D-E-N-T-I-A-L~~

6 December 1957

OFFICE OF PERSONNEL MEMORANDUM NO. 20-705- 6


SUBJECT: Status Reporting of Proposed Adverse Actions Including  
Involuntary Separations

1. This memorandum outlines procedures designed to ensure that all components of the Office of Personnel which are responsible for advising on, initiating, evaluating, coordinating, approving, and processing adverse personnel actions are currently informed on the status of each proposed action.

2. The Special Assistant to the Director of Personnel will act as a central point in receiving, recording, and disseminating information concerning all cases of proposed adverse actions including any action which may reasonably be expected to lead to involuntary separation. The Chief, Personnel Assignment Division, and other staff and division chiefs are accordingly responsible for advising the special assistant of any case which comes to their attention in which adverse action against an employee is indicated, proposed, or which may be inferred (e.g., directed assignment which is protested by the employee).

3. The special assistant will make known the current status of each case to the Office of the Director of Personnel and to any other division or staff chief responsible for taking action. In turn, each officer involved in the case is responsible for reporting action he takes to the special assistant, who will disseminate this information to other officers concerned, together with information on action taken by his office. In all cases, dissemination of information pertaining to such cases will be limited to those who have official need to know.

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Gordon M. Stewart  
Director of Personnel

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